



# PROGRAM MANAGER, TRANSPORTATION SERVICES (SUPERVISORY)

## OPEN SPOT EXAMINATION

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**SPOT FOR** Yolo County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an employment list for Yolo County.

A position exists in Yolo County.

**FINAL FILING DATE** **April 3, 2008**  
Applications (STD. 678, Rev. 12-06) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol  
Selection Standards and Examinations Section  
P. O. Box 942898  
Sacramento, CA 94298-0001

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.

**Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

**QUALIFICATIONS APPRAISAL INTERVIEW** It is anticipated that interviews will be held during April/May 2008.

**SALARY RANGE** \$5079 - \$6127

**ELIGIBLE LIST INFORMATION** A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

Two years of experience performing the duties of an Automotive Pool Manager II, Senior Inspector of Automotive Equipment, or Associate Equipment Engineer; or three years performing the duties of an Inspector of Automotive Equipment or Assistant Equipment Engineer.

**Or II**

Experience: Broad and extensive (more than five years) progressively responsible experience in a large governmental or private agency, including at least three years of responsibility for supervising the automotive equipment management activities of the agency. (Experience in the California state service applied toward this requirement must have included three years performing the duties of a related classification at a level of responsibility not less than that of Senior Inspector of Automotive Equipment.)

**THE POSITION** A Program Manager, Transportation Services, under general direction and policy guidance, plans, organizes and supervises a major transportation services program for the California Highway Patrol providing effective and economical transportation service; and performs other related duties.

**EXAMINATION INFORMATION** This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **Competitors who do not appear for the interview will be disqualified.**

**Qualifications Appraisal Interview Only- Weighted 100%**

**Scope:**  
In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
1. Principles and methods of supervision, organization, budgeting, and operations management.
  2. Regulations, rules, administrative policies and procedures, and costs relating to fleet vehicular equipment acquisition, utilization, maintenance and repair, and disposition.
  3. Administration of contracts and agreements.
  4. Application of modern information systems to program management.
  5. Planning and operation of garages and repair facilities.
  6. Safety principles and practices in industrial and operational settings.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

7. Department's Equal Employment Opportunity objectives.
  8. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- B. Ability to:
1. Apply leadership and experience to the development of a statewide equipment management program and to effectively organize and direct the work of others.
  2. Identify and analyze statewide problems related to a transportation program and to devise and initiate solutions.
  3. Forecast long-term and short-term program needs to provide for economical and efficient services.
  4. Maintain liaison and develop cooperative working relationships with the higher management levels of state agencies and equipment manufacturers.
  5. Plan, develop, and promote comprehensive safety programs.
  6. Communicate effectively orally and in writing.
  7. Effectively contribute to the Department's Equal Employment Opportunity objectives.

## VETERANS PREFERENCE

**Veterans preference** credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

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## GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examinations Program, telephone (916) 375-2535, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 12-06) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB website at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Interview Location(s):** It is anticipated that interviews will be scheduled in West Sacramento.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Interview Scope:** In addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a competitor's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans preference credits in open and open nonpromotional examinations as "...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience". Government Code Section 18973.5(b) requires that veterans preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In open examinations, veterans, widows, or widowers of veterans, and spouses of disabled veterans qualify for veterans points: 15 points for disabled veterans; 10 points for other veterans. In open nonpromotional examinations, only the veteran qualifies for veterans points: 10 points for disabled veterans; 5 points for other veterans. Directions for applying for veterans preference points are on the Applications for Veterans Preference form (SPB 1093) which is available from SPB offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.

(Rev. 5-07)

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